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DIRECTORY: Certification and Registration Bodies for Professions and Occupations in Alberta

ABOUT THIS DIRECTORY...

The Directory of Certification and Registration Bodies for Professions and Occupations is published by Advanced Education and Career Development as a reference for career counsellors, immigration officers, settlement counsellors and others who assist individuals with qualifications from outside Alberta. This directory was a joint project with Alberta Labour - Professions and Occupations Division.

This January 1995 version is based on information available to us as of September 1994.

The information listed here is meant for reference only. For further details the offices listed should be contacted directly. We appreciate the co-operation and assistance from the many organizations who have helped us update the information. If you spot any errors or omissions, please let us know.

Alberta Advanced Education and Career Development
Immigrant Settlement Services
10th Floor, Commerce Place
10155 - 102 Street
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ACUPUNCTURISTS

- Must complete a program of studies approved by the Health Disciplines Board, or a program assessed as substantially equivalent.
- Must satisfactorily complete an examination approved by the Health Disciplines Board.
- Must have carried out the practice of acupuncture for at least 500 hours within the two years immediately preceding the date of application for registration.
- Must have a personal interview with the Director, Health Disciplines Board or a person designated by the Director.
- Must provide evidence satisfactory to the Director, Health Disciplines Board of sufficient competence in and comprehension of the English language for practice as an acupuncturist in Alberta.

Annual Renewal of Registration

- Registered acupuncturists, must complete and submit a renewal of registration form, pay the applicable fees and, within the two years immediately preceding the date of application for registration renewal, have completed at least 1360 hours of acupuncture practice and 50 hours of educational programs approved by the Acupuncture Committee.

Contact:

Director
Health Disciplines Board
Professions and Occupations Division
5th Floor, Peace Hills Trust Tower
10011 - 109 Street
Edmonton, Alberta T5J 3S8

CHIROPRACTORS

- The College of Chiropractors of Alberta is the licensing office for chiropractors in Alberta. A practitioner must be registered with the College to practice.
- Training in chiropractic is six years; two years of university followed by four years at an accredited chiropractic college, including a one-year internship.
- The Universities Co-ordinating Council assesses academic qualifications of individuals. The College of Chiropractors of Alberta sets and administers the Alberta examination to certify applicants as eligible to practice chiropractic in Alberta.

Contact:

Registrar
College of Chiropractors of Alberta
516 Oxford Tower
10235 - 101 Street
Edmonton, Alberta T5J 3G1
Telephone: (403) 420-0932

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

COMBINED LABORATORY AND X-RAY TECHNICIANS

- Training is completion of a 16-month course in laboratory and X-ray technology at the Northern Alberta Institute of Technology.
- Practitioners are registered in accordance with the Combined Laboratory and X-Ray Technicians Regulation, Health Disciplines Act, by applying to the Professions and Occupations Bureau.
- Registration expires on December 31 of each year. Renewal is provided on condition of having been employed at least 700 hours over the last three years with a minimum of 350 hours in both categories. If practice is limited to either laboratory or x-ray but not both, practitioners may be registered with practice rights limited to laboratory or x-ray only.

Contact:

Ms. Laura Douville
Alberta Association of Combined
Laboratory and X-Ray Technicians
100, 4246 - 97 Street
Edmonton, Alberta T6E 5Z9

Registrar
Health Disciplines Board
Professions & Occupations Division
5th Floor, Peace Hills Trust Tower
10011 - 109 Street
Edmonton, Alberta T5J 3S8
Telephone: (403) 427-2655

DENTAL ASSISTANTS

- The Alberta Dental Assistants Association is the association which registers those who have completed training as dental assistants.
- Educational requirements are graduation from a dental assisting program which is accredited by the Canadian Dental Association or a recognized program which is 14 weeks in length or longer with an in-school practical component. A challenge program is offered to dental personnel who have one year on-the-job training (work experience) in Alberta. Applicants who are trained outside Canada will have their certificates evaluated by the Canadian Dental Assistants Association. They will have to take the Theory and Practical Examinations.
- It is necessary to be registered to work in Alberta and use the title "Registered Dental Assistant".

Contact:

Alberta Dental Assistants Association
#204, 10335 - 178 Street
Edmonton, Alberta T5T 1R5
Telephone: (403) 486-2526
Fax: (403) 486-2728

Canadian Dental Assistants Association
869-871 Dundas Street
London, Ontario N5W 2Z8
Telephone: (519) 679-1582
Fax: (519) 679-8494

Universities Coordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

DENTAL HYGIENISTS

- Prior to practicing dental hygiene in Alberta, registration and certification must be obtained from the provincial regulatory body, the Alberta Dental Hygienists' Association.
- Applicants must meet the requirements for registration as specified in the Dental Disciplines Act.
- Applicants who are not graduates of the University of Alberta dental hygiene program must obtain a Certificate of Approval towards Professional Registration from the Universities Co-ordinating Council prior to applying for registration with the Alberta Dental Hygienists Association.

Contact:

Alberta Dental Hygienists' Association
222, 8657 - 51 Avenue
Edmonton, Alberta
T6E 6A8
Telephone: (403) 465-1756

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta
T6G 1K4
Telephone: (403) 492-6850

DENTAL TECHNICIANS

- The Alberta Association of Dental Technicians is the association which registers those who have completed the education and training requirements for a Dental Technician.
- Training involves a two year technology program followed by a one year of experience in the industry under approved supervision.
- Qualifications are evaluated by the Universities Co-ordinating Council.
- The Association provides continuing education programs for its members and regulates the professional conduct of all Dental Technicians.

Contact:

Alberta Association of Dental Technicians
#1430 Weber Centre
5555 Calgary Trail South N. W.
Edmonton, Alberta T6H 5P9
Telephone: (403) 434-8620
Fax: (403). 437-3145

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

DENTISTS

- The Alberta Dental Association is the governing body which licenses dentists in Alberta.
- A dentist requires at least four years at university in a dental program following prerequisite requirements.
- Applicants who received their education outside Alberta must either possess a National Dental Examining Board of Canada Certificate or a Certificate of Approval from the Universities Coordinating Council.
- It is necessary to be licensed to practice in Alberta.

Contact

Dr. B.E. Leroy, Registrar
Alberta Dental Association
101, 8230 - 105 Street
Edmonton, Alberta T6E 5H9
Telephone: (403) 432-1012

DENTURISTS OR DENTAL MECHANICS

- The Board of Examiners for Certified Dental Mechanics sets examinations to certify applicants eligible to practice in Alberta.
- Certification must be renewed annually.
- Training involves a two year technology training program followed by a two year internship with a written and a practical examination.
- Qualifications are evaluated by the Board of Examiners for Certified Dental Mechanics.

Contact:

Ms. Lorrie Rees
Office Administrator
Alberta Denturist Society
201 - 2 Athabascan Avenue
Sherwood Park, Alberta T8A 4E3
Telephone: (403) 464-0300

Denturist Board of Examiners
Professions & Occupations Division
5th Floor, Peace Hills Trust Tower
10011 - 109 Street
Edmonton, Alberta T5J 3S8
Telephone: (403) 427-2655

DIETARY TECHNOLOGISTS

- The Alberta Dietary Technologists Association is the Alberta association which registers those who have completed the education and training requirements for a Dietary Technologist.
- Requirements include graduation from a two year technical institute program, or equivalent (as determined by the Association).
- Registration is not mandatory in Alberta but is required by many institutions as a condition of employment.

Contact:

Alberta Dietary Technologist Association
P. O. Box 2353
Calgary, Alberta T2P 2M6
Telephone: (403) 288-2373

Alberta Dietary Technologist Association
P.O. Box 62025
Westmount Postal Outlet
Edmonton, Alberta T5M 3L7

DIETITIANS

- The Alberta Registered Dietitians Association (A.R.D.A.) is the Alberta association which registers those who have completed the education and training requirements for a Registered Dietitian (R.D.) The requirements are specified in the Alberta Registered Dietitians Act Chapter R-10.1 (1985) and the Regulations pursuant to the Alberta Registered Dietitians Act.
- Training for a career in dietetics can be obtained through a four year baccalaureate degree with a specialization in foods and nutrition. Graduates must also complete a one-year internship or a two-year practicum in an accredited institution. The internship must be approved by the Canadian Dietetic Association (CDA).
- The Universities Co-ordinating Council assesses academic qualification of applicants prior to admission to A.R.D.A.
- Only active members of A.R.D.A. are legally entitled to use the designation Registered Dietitian or R.D.
- Membership in A.R.D.A. and/or C.D.A. is usually a condition of employment.

Contact:

Registrar
Alberta Registered Dietitians Association
18104 - 102 Avenue
Edmonton, Alberta T5S 1S7

Canadian Dietetic Association
480 University Avenue
Suite 601
Toronto, Ontario M5G 1V2

EMERGENCY MEDICAL RESPONDERS (EMR)

- Must complete an approved program of studies or a program assessed as substantially equivalent. Approved programs in Alberta are available at the Northern Alberta Institute of Technology (NAIT), Southern Alberta Institute of Technology (SAIT), and Alberta Vocational College (AVC) Lac La Biche.
- Must successfully complete a provincial registration examination and be registered with the Alberta Prehospital Professions Association as an EMR.
- Registration expires on December 31 of each year. Renewal is approved on condition of employment at the emergency medical responder level and having obtained 120 continuing education credits. These requirements must be met within the two years immediately preceding the application for renewal.

Contact:

Registrar
Alberta Prehospital Professions Association
8711 - 50 Avenue
Edmonton, Alberta T6E 5H4
Telephone: (403) 466-2772
Fax: (403) 466-2869

EMERGENCY MEDICAL TECHNICIANS - AMBULANCE (EMT-A)

- Must complete an approved program of studies or a program assessed as substantially equivalent. Approved programs in Alberta are available at the Southern Alberta Institute of Technology (SAIT) and Alberta Vocational College (AVC) Lac La Biche.
- Must successfully complete a provincial registration examination and be registered with the Alberta Prehospital Professions Association as an EMT-A.
- Registration expires on December 31 of each year. Renewal is approved on condition of employment at the basic life support level and having obtained 120 continuing education credits. These requirements must be met within the two years immediately preceding the application for renewal.

Contact:

Registrar
Alberta Prehospital Professions Association
8711 - 50 Avenue
Edmonton, Alberta T6E 5H4
Telephone: (403) 466-2772
Fax: (403) 466-2869

EMERGENCY MEDICAL TECHNICIANS - PARAMEDIC (EMT-P)

- Must complete an approved program of studies or a program assessed as substantially equivalent. Approved two year programs in Alberta are available at the Northern Alberta Institute of Technology (NAIT) and Southern Alberta Institute of Technology (SAIT).
- Must successfully complete a provincial registration examination and be registered with the Alberta Prehospital Professions Association as an EMT-P.
- Registration expires on December 31 of each year. Renewal is approved on condition of employment at the advanced life support level and having obtained 120 continuing education credits. These requirements must be met within the two years immediately preceding the application for renewal. Practitioners must also have satisfactorily completed an advanced life support re-certification examination within the four years immediately preceding the application for renewal.

Contact:

Registrar
Alberta Prehospital Professions Association
8711 - 50 Avenue
Edmonton, Alberta T6E 5H4
Telephone: (403) 466-2772
Fax: (403) 466-2869

HEARING AID PRACTITIONERS

- The usual training includes a 22 lesson correspondence course, followed by a 30-hour course "Audiology 1" at Grant MacEwan Community College.
- A series of five "Audiology 2" courses at Grant MacEwan Community College is usually taken while working as a hearing aid practitioner trainee.
- At present, registration is mandatory.

Contact:

Alberta Hearing Aid Practitioners Association
#134, 10150 - 102 Street
Edmonton, Alberta T5J 4C7
Telephone: (403) 455-3699

MEDICAL LABORATORY TECHNOLOGISTS

- This discipline is regulated under the Health Disciplines Act.
- Must have completed a program of studies and laboratory training approved by the Health Disciplines Board or a program considered equivalent.
- Qualifications are assessed by the professional association.
- Must demonstrate sufficient competence with English language skills.
- Must successfully complete the provincial registration examination (Canadian Society of Laboratory Technologists exam).
- Must demonstrate an acceptable level of skill by completing a one day practical exam that evaluates the level of skill, technique and knowledge in lieu of six months medical laboratory technologist experience in Canada.

Registration renewal fees are due on January 1 each year.

Contact:

Registrar
Alberta Society of Medical Laboratory Technologists
#100, 4246 - 97 Street
Edmonton, Alberta T6E 5Z9

Telephone: (403) 435-5452
Toll free 1-800-265-9351
Fax: (403) 437-1442

MEDICAL RADIATION TECHNOLOGIST

- Must complete an approved two-year course at an institute of technology, consisting generally of one year of class work and one year at an affiliated hospital.
- A candidate must write a national certification examination administered through the Canadian Association of Medical Radiation Technologists.
- Practitioners in Alberta who wish to use the title Medical Radiation Technologist, Radiographic Technologist, Radiation Therapist, or Nuclear Medicine Technologist must be registered under the Health Disciplines Act.
- Registration expires on December 31 of each year. Renewal is on condition of having been employed for 480 hours in the previous five years or having taken a refresher or training program within two years of application.

Contact:

Registrar, A.A.M.R.T.
Suite 1 - 2nd Floor
2210 - 39 Street, N.
Lethbridge, Alberta T1H 5J2

MIDWIVES

- The Midwifery Regulation established under the Health Disciplines Act will come into force on August 1, 1995. At that time, practitioners who call themselves "midwives" must be registered.
- An ongoing assessment process will be used to determine eligibility for registration. Interested individuals should contact Professions and Occupations Division.
- Midwives will be required to renew their registration annually on May 1.
- The recommended educational preparation for midwives is a four year baccalaureate program. However, there are no programs in Alberta at the present time.

Contact:

Alberta Association of Midwives
#901, 8510 - 111 Street
Edmonton, Alberta T6H 1H7

Director
Health Disciplines Board
Professions and Occupations Division
5th Floor, Peace Hills Trust Tower
10011 - 109 Street
Edmonton, Alberta T5J 3S8
Telephone: (403) 427-2655

NATUROPATHIC PRACTITIONERS

- The Alberta Association of Naturopathic Practitioners represents practitioners in Alberta.
- Training in naturopathy is provided at a number of colleges in North America.

Contact:

Alberta Association of Naturopathic Practitioners
#106, 9942 - 82 Avenue
Edmonton, Alberta T6E 1Y9

NURSES - Licensed Practical Nurses

- The Professional Council of Licensed Practical Nurses is the body which registers persons who meet the requirements for registration as specified in the Health Disciplines Act, Licensed Practical Nurses Regulation (Alberta Regulation).
- Basic practical nurse education in Alberta is obtained through the Alberta Vocational Colleges in:
  (1) Calgary
  (2) Edmonton
  (3) Lesser Slave Lake/Grouard
  (4) any outreach program conducted in rural Alberta by one of the above.
- Graduates of these programs are eligible to write the Canadian Nurses Association Testing Service (CNATS) examination and obtain Licensed Practical Nurse status.
- Proficiency in the English language is required.
- Only those registered with the Council may use the designations "Registered Nursing Assistant" and R.N.A.; "Registered Nursing Orderly" and R.N.O.; "Licensed Practical Nurse" and L.P.N.

Contact:

Executive Director/Registrar
Professional Council of Licensed Practical Nurses
10604 - 170 Street
Edmonton, Alberta T5S 1P3
Telephone: (403) 484-8886
Fax: (403) 484-9069

NURSES - Mental Deficiency Nurses

- Mental Deficiency Nurses are a licensed discipline providing professional nursing care to developmentally challenged persons and are licensed under the Health Disciplines Act.
- Educational requirements are two to three year post secondary education in the field of the developmentally challenged with a strong medical (Nursing) base.
- Mental Deficiency Nurses are trained to provide Nursing, Rehabilitation and Rehabilitation Services primarily to the developmentally challenged.
- Practitioners in Alberta who wish to use the title must be registered under the Health Disciplines Act, because of being closed registry renewal is on condition of having been employed for 1530 hours in the previous five years.
- The Mental Deficiency Regulations address: Registration, Renewal, Register Title, Health Services (Scope of Practise, Standards of Conduct).
- Registration with the Mental Deficiency Nurses Association of Alberta requires that within five years immediately preceding the date of application, the applicant would have provided services in the field for not less than 1550 hours.

Contact:

Registrar
Health Disciplines Board
3rd Floor, Seventh Street Plaza - South Tower
10030 - 107 Street
Edmonton, Alberta T6G 1Z9

NURSES - Psychiatric Nurses

- The discipline is regulated under the Alberta Health Disciplines Act.
- The Registering body is the Registered Psychiatric Nurses Association of Alberta.
- Training involves a two-year program in psychiatric nursing. (Degree programs are available in B.C. and Manitoba)
- Regulations establish registration requirements, set standards of conduct and define the scope of practise.
- Qualifications are assessed by the Registered Psychiatric Nurses Association of Alberta.

Contact:

Executive Director
Registered Psychiatric Nurses Association of Alberta
#201, 9711 - 45 Avenue
Edmonton, Alberta T6E 5V8
Telephone: (403) 434-7666

NURSES - Registered Nurse

- The Alberta Association of Registered Nurses is the body which registers persons who meet the requirements for registration as specified in the Nursing Profession Act, Chapter N-14.5 (1983) and the Regulations Pursuant to the Nursing Profession Act.

- Students entering nursing programs should seriously consider including the achievement of a baccalaureate degree in nursing in their career plans. The Alberta Association of Registered Nurses along with the Canadian Nurses Association and 11 provincial and territorial nursing associations, have taken a position that by the year 2000 the minimum educational requirement to enter nursing practice will be a baccalaureate in nursing degree. A degree can be obtained through basic nursing education or post-R.N. nursing education.

  Basic nursing education may be obtained in several different ways in Alberta. These include:

  (1) Calgary Conjoint Program - a joint endeavour between the University of Calgary, Foothills Hospital School of Nursing, and Mount Royal College. This is a four year baccalaureate degree program with an option for diploma exit after the third year.

  (2) Edmonton and Red Deer Collaborative Program - a collaborative model which involves the nursing program sites in Edmonton and Red Deer and leads to a baccalaureate degree or a diploma in nursing.

(3) Medicine Hat and Lethbridge Collaborative Program - a collaborative model involving Medicine Hat College and the University of Lethbridge. This is a four year baccalaureate degree program, where the first three years are completed at Medicine Hat College and the fourth year is completed at the University of Lethbridge. A diploma exit is available.

(4) Diploma programs are also available at Keyano College in Fort McMurray, Grande Prairie Regional College, and Lethbridge Community College.

Graduates of these programs are eligible to write the Canadian Nurses Association Testing (CNAT) nurse registration examination and apply for registered nurse status with the Alberta Association of Registered nurses.

- Proficiency in the English language is required.

- It is necessary to be registered on an annual basis to practice as a nurse in Alberta.

Contact:

Registrar
Alberta Association of Registered Nurses
11620 - 168 Street
Edmonton, Alberta T5M 4A6
Telephone: (403) 451-0043
Fax: (403) 452-3276

OCCUPATIONAL THERAPISTS

- The Alberta Association of Registered Occupational Therapists (AAROT) is the professional and regulatory body for qualified occupational therapists.
- Training to be an occupational therapist requires completion of a baccalaureate degree from an approved university occupational therapy educational program. Part of the training includes a minimum of 1000 hours of fieldwork.
- To practice in Alberta, it is mandatory to be registered with the Alberta Association of Registered Occupational Therapists. Conditional registration in AAROT as a restricted practitioner may be granted to complete eligibility requirements.
- An occupational therapist who has not graduated from the occupational therapy educational program at the University of Alberta will have to obtain a certificate of academic eligibility from the Universities Co-ordinating Council as part of the eligibility requirements for registration with AAROT.

Contact:

Registrar
Alberta Association of Registered
Occupational Therapists (AAROT)
#311, 4245 - 97 Street
Edmonton, Alberta T6E 5Y7
Telephone: (403) 436-8381

Universities Co-ordinating Council
Professional Examination Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

OPTICIANS

- The Universities Co-ordinating Council conducts licensing examinations in spectacle and contact lens dispensing.
- Training in spectacle dispensing involves a two-year independent program accompanied by workshops and lectures from the Northern Alberta Institute of Technology (NAIT) plus a two-year apprenticeship administered by NAIT. The independent study program and apprenticeship may be taken concurrently.
- Training in contact lens dispensing involve a two-year independent study program accompanied by workshops and seminars from the Northern Alberta Institute of Technology (NAIT) plus a two-year apprenticeship by NAIT. The independent study program and apprenticeship may be taken concurrently, but training in spectacle dispensing is a pre-requisite.
- To practice in Alberta, it is necessary to be registered with the Alberta Opticians Association.

Contact:

President
Alberta Opticians Association
#305, 10665 Jasper Avenue
Edmonton, Alberta T5J 3S9
Telephone: (403) 429-2694
Fax: (403) 426-5576

Universities Co-ordinating Council
Professional Examination Office
Universities Co-ordinating Council
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

Program Head
Northern Alberta Institute of Technology
Ophthalmic Dispensing Program
11762 - 106 Street
Edmonton, Alberta T50 2R1
Telephone: (403) 471-8554

OPTOMETRISTS

- The Alberta College of Optometrists certifies applicants as eligible to practice in Alberta.
- To practice, a practitioner must be registered with both the Alberta College of Optometrists and Alberta Association of Optometrists.
- Training in optometry involves four years of specialized professional education, preceded by at least two years of a pre-optometry university science program.
- Academic qualifications are assessed by the Universities Co-ordinating Council and are approved if the applicant holds a degree in Optometry from an approved faculty or an optometric study substantially equivalent to a degree in Optometry from an approved Faculty. The applicant must pass examinations prescribed by the Registration Committee of the Alberta College of Optometrists.

Contact:

Registrar
Alberta College of Optometrists
#905, 11830 Kingsway Avenue
Edmonton, Alberta T5G 0X5
Telephone: (403) 454-4636
Toll Free 1-800-668-2694
Fax: (403) 451-4102

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

PHARMACISTS

- The Alberta Pharmaceutical Association (APha) is the licensing body for pharmacists in the province of Alberta.
- An academic training program of not less than four years at a recognized university is required.
- Qualifications are assessed by the Universities Co-ordinating Council.
- A period of 500 hours of internship in a pharmacy in Alberta must be served prior to taking the provincial examination.
- If the applicant provides proof of full-time practice in another Canadian jurisdiction for the preceding 12 month period, then the 500 hour of internship prior to taking the provincial examination may be waived.
- All applicants must be citizens or permanent residents of Canada, or reside in Canada temporarily pursuant to an international agreement.

Contact:

Assistant Registrar
The Alberta Pharmaceutical Association
7th Floor, 10130 - 112 Street
Edmonton, Alberta T5K 2K4
Telephone: (403) 990-0321
Fax: (403) 990-0328

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

PHYSICIANS, SURGEONS AND OSTEOPATHS

- The College of Physicians and Surgeons of Alberta is the governing and licensing authority for medical practitioners in Alberta.
- To be registered as a physician or surgeon, applicants must be Licentiates of the Medical Council of Canada (LMCC) and hold certification from either the College of Family Physicians of Canada (for non-specialists) or the Royal College of Physicians and Surgeons of Canada (for specialists).
- To be registered as an osteopath, applicants must be graduates of an accredited school of osteopathy, be Licentiates of the Medical Council of Canada, have passed the FLEX and Universities Co-ordinating Council examinations, and have completed two years of satisfactory post-qualification training at an allopathic institution approved by the council of the College of Physicians and Surgeons of Alberta.

Contact:

Registrar
College of Physicians and Surgeons of Alberta
900, Manulife Place
10180 - 101 Street
Edmonton, Alberta T5J 4P8
Telephone: (403) 423-4764

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

PHYSICAL THERAPISTS

- The College of Physical Therapists of Alberta (CPTA) is the licensing body for physical therapists. All physical therapists who practice in Alberta must be members.
- In Canada, a physical therapist completes a four year baccalaureate program at a university.
- Academic qualifications are evaluated by the Universities Co-ordinating Council to determine if the person is academically eligible for registration.
- The Physiotherapy National Examination (PNE) was implemented in 1994. Ontario and Prince Edward Island require it as a condition for licenser. The request for legislation mandating the PNE in Alberta is still under consideration.

Contact:

Registrar
College of Physical Therapists of Alberta
302, 6020 - 104 Street
Edmonton, Alberta T6H 5S4
Telephone: (403) 438-0338

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

PODIATRISTS

- The Board of Examiners in Podiatry sets examinations to certify that applicants are eligible to register with the Association.
- Training as a podiatrist involves more than four years of post secondary education.
- To practice, it is necessary to be registered with the Alberta Podiatry Association.
- Qualifications are assessed by the Board of Examiners in Podiatry.

Contact:

Dr. Mark L. Zivot, President
Alberta Podiatry Association
#400, 2303 - 4th Street, S.W.
Calgary, Alberta T2S 2S7
Telephone: (403) 228-3668
Fax: (403) 245-5313

Dr. Sheharyar Chaudhry, Registrar
Alberta Podiatry Association
11528 Jasper Avenue
Edmonton, Alberta T5K 0M8
Telephone: (403) 488-4844

Board of Examiners in Podiatry
Professions and Occupations Division
5th Floor, Peace Hills Trust Tower
10011 - 109 Street
Edmonton, Alberta T5J 3S8
Telephone: (403) 427-2655

PSYCHOLOGISTS

- The Psychologists Association of Alberta (PAA) registers those qualified as psychologists.
- Training as a psychologist must be the equivalent of a Masters Degree in Psychology from an approved graduate program of Psychology.
- It is necessary to be registered to use the title Psychologist in Alberta, or to engage in work described as "psychological".
- To be registered it is necessary to take a written professional Practice Exam, an oral exam, and to complete 900 hours of supervised practice.

Contact:

Registrar
The Psychologists Association of Alberta (PAA)
400 Sunlife Place
10123 - 99 Street
Edmonton, Alberta T5J 3H1
Telephone: (403) 424-5070

RESPIRATORY THERAPISTS

- Must complete a program accredited by the Canadian Medical Association.
- Alberta programs are at Southern Alberta Institute of Technology (SAIT) and Northern Alberta Institute of Technology (NAIT) and are two years in length (one year didactic and one year clinical).
- Registered status is granted upon successful completion of the National Credentialing Examination offered by the Canadian Board for Respiratory Care (CBRC).
- All practicing Respiratory Therapists must be registered under the Health Disciplines Act through the Alberta Society of Respiratory Therapists (ASRT).
- Registration renewal occurs on March 31, annually and is conditional upon 320 hours of employment as a Respiratory Therapist in the previous two years.

Contact:

President
Alberta Society of Respiratory Therapists
Suite 144, 6715 - 8th Street N.E.
Calgary, Alberta T2E 7H7
Telephone: (403) 274-1828
Fax: (403) 274-1829

AGROLOGISTS

- The Alberta Institute of Agrologists, as mandated by the Agrologists Act of the Province of Alberta, is the association which certifies those who are qualified to use the title "Argologist" and the professional designation, "P.Ag."
- To become an Agrologist you must have one or more of the following educational qualifications:
  - a B.Sc. degree in: an Agriculture; an Agricultural/Food Business Management; an Environmental and Conservation Sciences; a Nutrition and Food Sciences; or and equivalent program from a recognized Canadian University
  - a M.Sc. or Ph.D. degree in an agriculture or equivalent program from a department in the Faculty of Agriculture, Forestry and Home Economics at the University of Alberta; or an equivalent graduate program from a recognized Canadian University
  - a degree equivalent to a degree in the above programs, from a recognized post secondary institution in Canada or abroad
- Degree equivalency will be determined by the Alberta Institute of Agrologists' Board of Examiners in consultation with the Universities Coordinating Council at the University of Alberta.
- Applicants whose degree(s) are not equivalent to any of the above degrees, will have their application considered and assessed through the writing of examinations.
- Proficiency in the English language is required.
- An approved applicant is required to enroll as an Articling Agrologist and complete the Articling program to qualify as a Professional Agrologist.
- The expectation is that the Articling Program should be completed within two years from the date of enrollment.

Contact:

Ken C. Davies, P.Ag., Registrar
Alberta Institute of Agrologists
8506 - 104 Street
Edmonton, Alberta T6E 4G4
T6E 4G4
Telephone: (403) 432-0663
Fax: (403) 439-8414

Reg R. Norby, P.Ag.
Executive Manager
Alberta Institute of Agrologists
8506 - 104 Street
Edmonton, Alberta T6E 4G4
Telephone: (403) 432-0663
Fax: (403) 439-8414

ARCHITECTS

- The Alberta Association of Architects is a professional association which registers those qualified as Architects.
- Educational requirements to be an architect are a degree in architecture or its equivalent.
- The Canadian Architectural Certification Board (CACB) assesses academic qualifications and foreign equivalencies. Applicants whose qualifications are not certified by their CACB may apply to the Universities Co-ordinating Council for approval.
- It is necessary to pass the National Council of Architectural Registration Boards (NCARB) Examinations.
- Three years of practical training are required, two years must be in Canada, including one year in Alberta. Other practical training from approved jurisdictions is also acceptable. Practical training needs to be recorded in a log book provided by the Association and is reviewed periodically.
- To use the title "Architect" and to practice architecture in Alberta, it is necessary to be registered. In Alberta, The Alberta Association of Architects, through the Architects Act, has the responsibility to govern the practice of architecture for the protection of the public. Only registered members of the association who have completed the education, experience and examination requirements may use the title "Architect".

Contact:

Registrar
The Alberta Association of Architects
Duggan House
10515 Saskatchewan Drive
Edmonton, Alberta T6E 4S1
Telephone: (403) 432-0224
Fax: (403) 439-1431

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

The Canadian Architectural Certification Board
330, 55 Murray Street
Ottawa, Ontario K1N 5M3
Telephone: (613) 241-8341
Fax: (613) 241-5750

BIOLOGISTS

- The Alberta Society of Professional Biologists is an association which registers those who are qualified to use the title Professional Biologist.
- Training as a Biologist requires at least four years of University training leading to a degree in biological sciences or equivalent and must have one year experience in the practice of professional biology.
- Academic qualifications are reviewed by the Universities Co-ordinating Council and applicants may be required to write professional examinations.
- Registration is not mandatory in Alberta but is required by many institutions as a condition of employment.

Contact:

Alberta Society of Professional Biologists
100, 4246 - 97 Street
Edmonton, Alberta T6E 5Z9
Telephone: (403) 434-5765

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

COMMUNITY PLANNERS

- This profession is regulated under the Professional and Occupational Associations Registration Act.
- Only registered practitioners may use the title "Alberta Community Planner"
- Academic assessments are completed by the Universities Co-ordinating Council (UCC)
- Applicants with a degree deemed by UCC to be "related" to planning must have at least four (4) years of responsible professional planning experience.
  Applicants with a degree deemed by the UCC to be "unrelated" to planning must have at least six (6) years of responsible professional planning experience.
- Candidates in either category noted above, may be required to complete special UCC examinations in planning.

Contact:

Alberta Association
Canadian Institute of Planners
9758 - 90 Avenue
Edmonton, Alberta T5J 2K8
Telephone: (403) 432-0283

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850
Fax: (403) 492-8279

ENGINEERS, GEOLOGISTS AND GEOPHYSICISTS

- The Association of Professional Engineers, Geologists and Geophysicists of Alberta (APEGGA) is responsible for licensing qualified engineers, geologists and geophysicists.
- Training as an engineer, geologist or geophysicist requires at least four years of university education.
- It is necessary to be registered by APEGGA to practice as a Professional Engineer, Geologist or Geophysicist in Alberta.
- At least two years of experience acceptable to the APEGGA Board of Examiners is required before being licensed.
- A Professional Practice Examination is required.
- Proficiency in the English language is required (TOEFL score of 600).

Contact:

Executive Director & Registrar
Association of Professional Engineers, Geologists and
Geophysicists of Alberta (APEGGA)
15th Floor, Scotia Place, Tower I
10060 Jasper Avenue
Edmonton, Alberta T5J 4A2
Telephone: (403) 426-3990 or 1-800-661-7020 (Toll free within Alberta)
Fax: (403) 426-1877

ENGINEERING AND APPLIED SCIENCE TECHNICIANS AND TECHNOLOGISTS

- The Alberta Society of Engineering Technologists (ASET) evaluates qualifications and certifies technologists and technicians in the field of Applied Science and Engineering Technology.
  ASET awards the following credentials to certified members:-
  - C.E.T. for technicians and technologists in the engineering technologies
  - A.Sc.T. for technologists in the applied sciences other than engineering
  - C.Tech. for technicians in the applied sciences other than engineering
  - R.E.T. for technologists practicing professional engineering within the constraints of the Engineering, Geological and Geophysical Professions Act and Regulations.
- Certification as a technologist requires a minimum of two years training at a recognized Institute of Technology or College leading to a diploma of technology accredited by ASET, or an equivalent amount of academics obtained elsewhere.
- Certification as a technician requires graduation from an accepted one or two-year certificate program (minimum of 1,000 hours of class time) at a recognized technical institute or college, or equivalent academics.
- Experience required for certification at the technician or technologist category is two years work experience at an appropriate level. At least one year of acceptable Canadian experience is required for applicants who have out-of-country non-Canadian academic and work experience backgrounds.
- Experience required for registration at a Registered Engineering Technologist category is four years work experience at an appropriate level, plus successful completion of additional examinations.

- Foreign qualifications, and to a lesser degree work experience, may be granted equivalency status after review by the ASET Panel of Examiners and/or Certification Board. Where a shortage in either academics or experience is determined, an Associate membership can be granted while the individual accumulates the necessary academics or experience.
- Individual qualifications are reviewed by the ASET Panel of Examiners and/or the ASET Certification Board.
- Although membership is not mandatory, ASET certification is an indication that certain academic and experience qualifications have been achieved and that ethical standards are enforced. Membership also provides a considerable number of benefits.

Contact:

Registrar
The Alberta Society of Engineering Technologists
Suite 1520, Royal Trust Tower
Edmonton Centre
Edmonton, Alberta T5J 2Z2
Telephone: (403) 425-0626 Edmonton
Toll-free 1-800-272-5619
Fax: (403) 424-5053

FORESTERS

- The Alberta Registered Professional Foresters Association registers those who have completed the education and training requirements necessary to become a Registered Professional Forester.
- Applicants other than University of Alberta graduates must apply to the Universities Co-ordinating Council (UCC) Professional Examination Board in Forestry for academic assessment.
- Although not mandatory, membership in the Association is widely recognized and members must adhere to a code of ethics and the Forestry Profession Act.

Contact:

Alberta Registered Professional Foresters Association
#55, 9912 - 106 Street
Edmonton, Alberta T5K 1C5
Telephone: (403) 425-3149
Fax: (403) 425-3146

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4

INTERIOR DESIGNER

- The Alberta Association of Architects is a professional association which registers those qualified as Licensed Interior Designers.
- All applicants must be certified by the Universities Co-ordinating Council (UCC) and must have a degree from a recognized post-secondary institution or equivalent. The UCC will consider other combinations of education and experience. Individuals applying without degrees will be required to pass examinations designed to test knowledge acquired outside of recognized programs of study.
- Once applicants have been certified by the UCC, they must contact The Alberta Association of Architects to begin three years of supervised practical experience. After 18 months of experience, applicants are eligible to write the registration examinations.
- It is necessary to pass the Professional Practice Examination in Interior Design.
- Three years of practical training in specified areas. Two years must be completed under a qualified Architect or Licensed Interior Designer. Twelve months of the two years must be in Alberta. Practical training needs to be recorded in a log book provided by the Association and is reviewed periodically. Practical experience is assessed by the Professional Association based on Regulations established in consultation with Government.
- Individuals must be "Licensed Interior Designers" to use this restricted title and practice that part of the scope of practice of architecture.

Contact:

Registrar
The Alberta Association of Architects
Duggan House
10515 Saskatchewan Drive
Edmonton, Alberta T6E 4S1
Telephone: (403) 432-0224
Fax: (403) 439-1431

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

VETERINARIANS

- The Alberta Veterinary Medical Association (AVMA) is an organization which registers veterinarians.
- Six or more years of university is required to train as a veterinarian.
- It is necessary to be registered to practice veterinary medicine in Alberta.
- Before being considered for registration, applicants must write the National Examining Board Examination and receive a Certificate of Qualification from the Board.

Contact:

Secretary Treasurer and Registrar
Alberta Veterinary Medical Association
100, 8615 - 149 Street
Edmonton, Alberta T5R 1B3
Telephone: (403) 489-5007
Fax: (403) 484-8311

LAWYERS

- The Law Society of Alberta licenses lawyers to practice in Alberta.
- Training as a lawyer requires at least five years of university.
- Academic qualifications obtained outside Alberta are evaluated through the Universities Coordinating Council.
- To practice in Alberta, it is necessary to article for one year and successfully complete the Bar Admission Course.
- Lawyers must be citizens or permanent residents of Canada.

Contact:

Members' Secretary
#600, 919 - 11th Ave. S.W.
Calgary, Alberta T2R 1P3
Telephone: (403) 229-4700
Fax: (403) 228-1728

SOCIAL WORKERS

- Registration (R.S.W.status) under the Social Works Act 1969 is available to those who have the equivalent to the Alberta Bachelor of Social Work (BSW) degree. Applicants with lesser qualifications may pursue registration by writing the required examinations.
- The Universities Co-ordinating Council's Professional Examinations Board in Social Work evaluates the academic qualifications of all applicants to determine which, if any, of the ten examinations must be written.
- All foreign-trained applicants in social work must have one year of social work experience in Canada before registration will be granted.
- Registration and/or membership are not mandatory requirements for the practice of social work in Alberta. However, they may be advantageous in applying for employment.

Contact:

Executive Director and Registrar
Alberta Association of Social Workers
#52, 9912 - 106 Street
Edmonton, Alberta T5K 1C5
Telephone: (403) 421-1167
Toll Free 1-800-661-3089
Fax: (403) 421-1168

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

TEACHERS

- The Teacher Certification and Development Branch of Alberta Education evaluates credentials and subsequently issues teaching authority. To be deemed eligible for the professional certificate, an applicant must present four years of university training, inclusive of an approved degree, and one year of professional teacher preparation.
- The Teacher Qualifications Service of The Alberta Teachers' Association evaluates educational training for salary placement purposes.
- The teacher's employing school board assesses years of experience.

Contact:

Teacher Certification and Development Branch
Alberta Education
West Tower, Devonian Building
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Telephone: (403) 427-2045

Teacher Qualifications Service
The Alberta Teachers' Association
11010 - 142 Street
Edmonton, Alberta T5N 2R1
Telephone: (403) 453-2411

ACCOUNTANTS - Certified General Accountants

- Students must have a high school graduation diploma or the equivalent, and a citizen or permanent resident of Canada.
- To be accredited as a Certified General Accountant (C.G.A.), it is necessary to complete a 17 course program and to meet the Business Communication and a two year Practical Experience requirement. The academic program includes micro-computer technology and allows specialization at the sixth level in management accounting, finance or public practice.
- Advanced standing can be obtained for equivalent courses taken through a recognized university, college or other professional program.

Contact:

The Certified General Accountants
Association of Alberta
#1410, 555 - 4 Avenue S.W.
Calgary, Alberta T2P 3E7
Calgary Telephone: (403) 299-1300
Edmonton Telephone: (403) 436-2164
Toll Free Telephone: 1-800-661-1078
Fax: (403) 299-1339

ACCOUNTANTS - Certified Management Accountants

- CMAs are the only specialists whose professional designation blends essential advanced management practices with technical accounting fundamentals to provide the broad business perspective required to effectively influence strategic, tactical and operational decision-making.
- The Society of Management Accountants is the only professional organization dedicated exclusively to accreditation, research, career management and professional standards in management accounting.
- Those individuals accepted for enrollment in the CMA Professional Program have successfully completed the Pre-Professional Syllabus, an entrance examination and are Canadian citizens or landed immigrants.
- The CMA Professional Program blends practical experience and professional studies in a two-year advanced program that adds value to business degrees and diplomas. Working as members of the management teams in simulated work situations, candidates learn about and apply advanced studies in management accounting, management skills, and standards of professionalism.
- Individuals must complete the Pre-Professional Syllabus before applying to write the Entrance Exam. The Pre-Professional Syllabus provides knowledge of solid technical and conceptual foundations in accounting systems; an understanding of the management process and its related disciplines; skills in assessing the strengths of computer applications; and the use of quantitative techniques. Courses in the Syllabus are offered through business programs at universities, colleges and technical institutions.

Contact:

Society of Management Accountants of Alberta
1800, One Palliser Square
125 Ninth Avenue, S.E.
Calgary, Alberta T2G OP6
Telephone: (403) 269-5341
Fax: (403) 262-5477

ACCOUNTANTS - Chartered Accountants

- The usual minimum admission requirement is successful completion of a university degree. Mature Students, Certified Management Accountants and Certified General Accountants may be exempt from the degree requirement depending on work experience and Graduate Management Admission Test (GMAT) score of 550 or better. All registered students must complete a specified series of university courses as part of the university degree, through post-degree studies or on an individual basis.
- To be certified as a chartered accountant (CA) in Alberta, it is necessary to successfully complete the Qualification Course and Examination, Integration and Analysis Course, the Uniform Final Exam (UFE) and 30 months of practical experience with an approved CA firm.
- In order to perform certain statutory or public company audits in Alberta, the auditor must be a member of the Institute of Chartered Accountants of Alberta.

Contact:

Student Registration Administrator
The Institute of Chartered Accountants of Alberta
580 Manulife Place, 10180 - 101 Street
Edmonton, Alberta T5J 4R2
Edmonton Telephone: (403) 424-7391
Calgary Telephone: (403) 264-3420
Toll Free Telephone: 1-800-232-9406
Edmonton Fax: (403) 425-8766

ASSESSORS

To become a Candidate or non-resident Candidate member (entry level), the applicant:

- must be at least 18 years of age and a citizen or permanent resident of Canada.
- must complete a diploma or degree in assessment or an assessment related field from a post secondary educational institution approved by the Universities Coordinating Council or holds equivalent qualifications and training acceptable to the UCC.
- must be engaged in the practice of assessment in Alberta, the Yukon or the Northwest Territories.

To become an accredited member and use the designation of AAA (Alberta Assessors' Association), the applicant:

- must complete the accreditation program within six years or possess equivalent qualifications.
- must complete an assessment demonstration report and an oral exam.
- must have at least four years of experience in the practice of assessment in Alberta, the Yukon or the Northwest Territories or has other experience that has been evaluated as equivalent.
- must provide three references acceptable to the Registration Committee.
- applies for accreditation within 12 months of being advised by the examination subcommittee of the Registration Committee that they have met the requirements for registration as an accredited municipal assessor of Alberta.

Annual Renewal of Registration

- membership renewals are due in March of each year.
- inquiries for membership should be directed to the Registrar, Alberta Assessors' Association at the address below.

Contact:

Registrar
Alberta Assessors' Association
#201, 11710 Kingsway Avenue
Edmonton, Alberta T5G 0X5
Telephone: (403) 451-2226
Fax: (403) 455-8232

Universities Coordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850
Fax: (403) 492-8279

INSURANCE ADJUSTERS

- Licensed under the Insurance Act.
- Must write a qualifying examination.
- Once the qualifying examination has been successfully completed, the applicant must work under the close supervision of a fully qualified Insurance Adjuster.
- While working under a qualified Insurance Adjuster, the trainee must successfully complete courses offered by the Insurance Institute of Canada to eventually reach independent adjuster status.

Contact:

Alberta Insurance Council
Suite 901, T.D. Tower, Edmonton Centre
Edmonton, Alberta T5J 2Z1
Telephone: (403) 421-4148

Alberta Insurance Council
243 Northgate Village
495 - 36 Street, N.E.
Calgary, Alberta T2A 6K3
Telephone: (403) 569-1775

LAND SURVEYORS

- Requires a Certificate of Completion from the Western Canadian Board of Examiners for Land Surveyors to enter into articles. In order to obtain a Certificate of Completion, the applicant must either:
  (1) be a graduate of the University of Calgary, Surveying Engineering Program or other recognized university survey program.
  (2) hold a two year diploma in surveying and mapping from a recognized technical school or equivalent and complete the set of academic examinations administered by the Western Canadian Board of Examiners.
  (3) hold a commission to practice as a land surveyor in any province of Canada.
- Upon completion of a minimum of one-half of the articling time, the candidate may be allowed to attempt the four professional examinations, which must all be passed at one sitting. A qualifying examination must then be written, consisting of a technical report of approximately 5000 words, and an oral examination.

Contact:

Alberta Land Surveyors' Association
11403 - 115 Avenue
Edmonton, Alberta T5M 3B8
Telephone: (403) 452-7662

Western Canadian Board of Examiners for
Land Surveyors
c/o Department of Surveying Engineering
University of Calgary
2500 University Drive, N.W.
Calgary, Alberta T2N 1N4
Telephone: (403) 220-7106

MANAGEMENT CONSULTANTS

- The minimum qualification is successful completion of a university degree or equivalent plus three years of experience in the practice of management consulting. Individuals without a university degree must obtain five years of experience in the practice of management consulting.
- To be accredited as a Certified Management Consultant, all candidates must write and pass eight accreditation examinations administered by the Institute of Certified Management Consultants of Alberta.
- Registration is not mandatory in Alberta but is required by many institutions as a condition of employment.

Contact:

Institute of Certified Management
Consultants of Alberta
#582 Manulife Place
10180 - 101 Street
Edmonton, Alberta T5J 3S4
Telephone: (403) 424-2056
Fax: (403) 425-8766

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

PURCHASING MANAGERS

- This profession is regulated under the Professional and Occupational Associations Registration Act.
- Only individuals who hold a certificate of registration and an annual membership with the Alberta Institute of Purchasing Managers may use the title "Certified Professional Purchaser".
- Must have completed the Professional Development Program (Level 4 Certificate) of the Purchasing Management Association of Canada and passed a Board of Examiners assessment of each candidates overall suitability to represent the profession.
- Applicants not possessing these educational requirements will have their educational credentials evaluated by the Universities Coordinating Council to determine equivalency.
- Candidates must have "actual buying" experience. The amount of experience required is dependent upon the years of formal related education completed, ranging from three to six years of experience required.

Contact:

Alberta Institute of Purchasing Management
Association of Canada
Suite 500, Centre 104
5241 Calgary Trail Southbound
Edmonton, Alberta T6H 5G8
Telephone: (403) 944-0355
Fax: (403) 944-0356

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850
Fax: (403) 492-8279

REAL ESTATE SALESPEOPLE

- The Alberta Real Estate Association (A.R.E.A.) is the Provincial body responsible for registering real estate salespeople in Alberta.
- There are no educational prerequisites such as high school or a University degree to become a registered real estate salesperson.
- It is recommended that applicants read, write and have good working knowledge of English.
- Must take Real Estate 1000, this is a mandatory 90 hour classroom attended course.
- Must pass the Provincial Qualifying Examination.
- Must have a licensed Real Estate Agent who is willing to offer employment to the applicants.
- Must not been convicted in the past five years of a criminal offence for forgery, obtaining money under false pretense, extortion, conspiracy to defraud, fraud, theft or a criminal offence involving moral turpitude.

Contact: Any licensed Real Estate Agent in your community,

Edmonton Real Estate Board
14420 - 112 Avenue
Edmonton, Alberta T5M 2T9
Telephone: (403) 451-6666

Calgary Real Estate Board
805 - 5 Avenue S.W.
Calgary, Alberta T2P 0N6
Telephone: (403) 263-0530 Local 317
Fax: (403) 269-3896

ELECTRICAL CONTRACTOR

- The Electrical Contractors Association of Alberta is responsible for the registration of Professional Electrical Contractors (P.E.C. or PEC) in Alberta.
- All Alberta Master Electricians who take out permits are eligible to apply for this program whether they are members of the ECAA or not.
- The sole purpose of the program is to provide the technically trained master electrician with an opportunity to gain a custom-designed education to make him/her a better informed electrical contractor, and therefore, a more esteemed member of the electrical industry and the public-at-large.
- An applicant is entitled to be registered as a Professional Electrical Contractor if the applicant:
  a) produces documentation satisfactory to the Registration Committee that shows the applicant holds master's electrician license and takes out electrical contracting, and
     (i) the applicant has successfully completed the course work and examinations required by the professional education program, or
     (ii) the Universities Co-ordinating Council is satisfied the applicant's qualifications are substantially equivalent to the professional education program and;
  b) is of good character and reputation.
- The educational program addresses such topics as Accounting Principles, Business and Public Relations, Electrical Project Management, Legal Implications for Professional Electrical Contractors, Organizing the Estimate and Finalizing the Tender, and Safety Issues for Electrical Contractors, all aimed at the managerial level and designed to meet the time constraints and means of the average manager. The program is entirely voluntary and is not designed to supplant the master's right to take out permits.

- Only master electricians who have completed the educational course work and examinations requirements and are registered by the Electrical Contractors Association of Alberta may use the title "Professional Electrical Contractor".

Contact:

Executive Assistant/Registrar
Electrical Contractors Association of Alberta
#102, 11302 - 119 Street
Edmonton, Alberta T5G 2X4
Telephone: (403) 451-2412
Fax: (403) 455-8241

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

HOME ECONOMISTS

- To be registered as a Professional Home Economist, it is necessary to complete a university degree in Home Economics and have one year (interpreted as 1500 hours) of qualified home economics-related work/volunteer experience (preferably with a Professional Home Economist as a mentor). The work/volunteer experience must have been obtained within the previous five years from the date of application for professional registration, and following completion of the degree.
- The Universities Co-ordinating Council's Professional Examination Board evaluates the academic qualification of all persons not having a four year BSc in Home Economics degree from the University of Alberta.
- Registration and/or membership are not mandatory requirements for the practice of Home Economics in Alberta but are required by some institutions as a condition of employment.

Contact:

Shirley Rebus, Registrar
Alberta Home Economics Association
1403 - 105 Avenue, SW
Calgary, Alberta T2W 0B5
Telephone: (403) 253-8885
Fax: (403) 259-4921

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

LOCAL GOVERNMENT MANAGERS

- This profession is regulated under the Professional and Occupational Associations Registration Act.
- Only a Certified Local Government Managers may use the title "Certified Local Government Manager" or the abbreviations "CLGM" or "C.L.G.M."
- Academic assessments are completed by the Universities Coordinating Council (UCC) Professional Examination Board for Local Government Managers.
- Examinations or courses may be assessed by the UCC Professional Examinations Board.
- Two types of certifications exist:

1. Certified Local Government Manager
   - Must have completed the Local Government Certificate Program and Senior Executive Fellows Program at the University of Alberta, or a program which is substantially equivalent.
   - Must have at least five years of suitable experience in the practice of government management.

2. Associate Member
   - Must have completed the University of Alberta's Local Government Certificate Program.
   - Must be either a certified management accountant, certified general accountant or a chartered accountant or have a degree, diploma or certificate in business administration or public administration approved by the Universities Coordinating Council.
   - Must be actively working towards the completion of the Senior Executive Fellows Program.

Contact:

Ms. Linda Davies, Registrar
Society of Local Government Managers
Box 308
Bruderheim, Alberta T0B 0S0
Telephone: (403) 796-3836
Fax: (403) 796-3836

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850
Fax: (403) 492-8279

SCHOOL BUSINESS OFFICIALS

- The Association of School Business Officials of Alberta issues the designation "Certified School Business Official".
- To be designated an applicant:
  (1) shall be a current member and have been active member of the Association for at least one year,
  (2) shall be employed by an Alberta School jurisdiction with senior responsibility at the system level for administration of its business affairs;
  (3) have completed the following Alberta Local Government Certificate courses: Alberta Local Government, School Law, School Administration; and hold a recognized degree, diploma, certificate or equivalent designation at the post-secondary level in a program of study relevant to the administration of school business affairs which meets the additional requirements for entrance into the Senior Executive Fellows program.
  (4) shall have completed a minimum of three years of administrative experience in school business affairs;
  (5) shall provide details of participation in Association professional development activities, at a provincial and/or zone level, during the previous three years;
  (6) shall provide a recommendation from his/her employer with regard to his/her ability, integrity and character as exemplified in his/her service as a school business official; and
  (7) shall provide an organizational chart and his/her role description.

Contact:

Association of School Business
Officials of Alberta
12310 - 105 Avenue
Edmonton, Alberta T5N 0Y4
Telephone: (403) 482-7311
Fax: (403) 482-5659

Universities Co-ordinating Council
Professional Examinations Office
University Extension Centre
Suite 740, 8303 - 112 Street
Edmonton, Alberta T6G 1K4
Telephone: (403) 492-6850

INTERNATIONAL QUALIFICATIONS ASSESSMENT SERVICE (IQAS)
ALBERTA LABOUR

IQAS provides a range of services designed to meet the needs of:

- individuals who require an assessment of their foreign education for employment or educational reasons.
- employers who need to know whether the foreign education of prospective employees compares to Alberta Standards.
- educational institutions which need to know whether the foreign education of prospective students meets their entrance criteria.
- professional associations which need to know whether education obtained in other countries meets the educational standards required by their association.
- IQAS offers two types of standard assessments, a Basic Assessment and a Detailed Assessment. In addition IQAS delivers customized assessments for individuals or organizations with specific educational assessment requirements.
- Basic Assessments include information on the institution attended, the degree, diploma, certificate received, length of program, specialization, and comparative levels of achievement in Alberta.
- Detailed Assessments include the same information as a Basic Assessment plus comparable Alberta credits earned in specific subject areas.
- IQAS evaluations are advisory only and do not replace evaluations required for registration in professional associations, trades or acceptance to post-secondary institutions.

Contact:

International Qualifications Assessment Service
Alberta Labour
5th Floor, Peace Hills Trust Tower
10011 - 109 Street
Edmonton, Alberta T5J 3S8
Telephone: (403) 427-2655
When calling from within Alberta, but outside Edmonton dial 310-0000 and ask for 427-2655.
Fax: (403) 422-9734

DESIGNATED TRADES AND OCCUPATIONS
General Information

- Alberta Advanced Education and Career Development is responsible for administering apprenticeship and occupational training systems under the Apprenticeship and Industry Training Act. This includes working directly with industry representatives, both employers and employees, to coordinate the development and delivery of programs and services relating to the training and certification of persons working in designated trades and occupations.
- In the Designated trades, it is compulsory for a person to indenture as an apprentice when that person is being trained to carry out trade-related duties in a designated trade. To become an apprentice, a person must first find employment with a qualified employer who is willing to indenture him/her as an apprentice.
- Apprenticeship training takes from one to four years depending on the trade, and involves formal instruction, on the job training and successful completion of the required examinations.
- Credit may be granted towards apprenticeship for eligible work experience and training in a designated trade.
- A person who holds a trade certificate that bears an Interprovincial Standards Red Seal in a trade designated in Alberta is automatically recognized to work in his/her trade in Alberta.
- A person who holds a trade certificate that is issued by a jurisdiction or organization other than the Alberta government may apply to Alberta Advanced Education and Career Development for an assessment of his/her trade skills. If the person's skills and knowledge in the trade are determined, through examinations, to be equivalent to those of a certified journeyman in Alberta, that person will receive an Alberta journeyman equivalency document and would be certified to work in Alberta.

There are two categories of designated trades in Alberta:

Compulsory Certification Trades - Any person working in this category of trades must be an Alberta certified journeyman or an indentured Alberta apprentice, or hold an Alberta journeyman equivalency document or recognized certificate.
Optional Certification Trades - Any person working in this category of trades must be an Alberta certified journeyman or be deemed by the employer to have the skills necessary to execute the duties of a job at the same level as a certified journeyman or an indentured Alberta apprentice, or hold an Alberta journeyman equivalency document or recognized certificate.

COMPULSORY CERTIFICATION TRADES IN ALBERTA

Trades Designated in Alberta as Compulsory Certification Trades

(Minimum educational requirements for entrance into apprenticeship are shown in brackets)

Appliance Serviceman (Gr. 10 & Math 13 with a "B" average)
Auto Body Mechanic (Gr. 10)
Boilermaker (compulsory entrance exam)
Crane & Hoisting Equipment Operator (Gr. 9)
Electrician (Math 20 & 23)
Electronic Technician (Math 10 with a "B" average)
Elevator Constructor (Gr. 12)
Gasfitter (Gr. 9)
Heavy Duty Mechanic (Gr. 9)
Ironworker (Gr. 10)
Motor Mechanic (Gr. 10 with Math & English 10 or 13)
Motorcycle Mechanic (Gr. 9)
Plumber (compulsory entrance exam)
Recreation Vehicle Mechanic (Gr. 9)
Refrigeration & Air Conditioning
Mechanic (Gr. 10)
Sheet Metal Worker (Math 10 or 13)
Steamfitter-Pipefitter (compulsory entrance exam)
Welder (Gr. 9)
Hairstylist (Gr. 10)

OPTIONAL CERTIFICATION TRADES IN ALBERTA

Trades Designated in Alberta as Optional Certification Trades

(Minimum educational requirements for entrance into apprenticeship are shown in brackets)

Agricultural Mechanic (Gr. 9)
Baker (Gr. 9)
Bricklayer (Gr. 9)
Cabinetmaker (Gr. 9)
Carpenter (Gr. 9)
Cement Finisher (Gr. 9)
Communication Electrician (Gr. 11 including Math 20)
Cook (Gr. 9)
Electrical Rewind Mechanic (Math 10)
Floorcovering Mechanic (Gr. 9)
Glassworker (Gr. 9)
Instrument Mechanic (compulsory entrance exam)
Insulator (Gr. 9)
Landscape Gardener (Gr. 9)
Lather-Interior System Mechanic (Gr. 9)
Machinist (Gr. 9)
Millwright (Gr. 10)
Painter and Decorator (Gr. 9)
Partsman (Gr. 10)
Plasterer (no technical training available)
Power Lineman (Math 20)
Power System Electrician (Math 20)
Printing & Graphic Arts Craftsman (compulsory entrance exam)
Projectionist (no technical training available)
Roofer (Gr. 9)
Sawfiler (Gr. 9)
Structural Steel and Plate Fitter (Gr. 9)
Sprinkler Systems Installer (compulsory entrance exam)
Tilesetter (Gr. 9)
Tool and Die Maker
Transportation Refrigeration Mechanic (Gr. 9)
Water Well Driller (Gr. 9)

For further information please contact the following offices:

Edmonton Career Development Centre
Alberta Advanced Education and Career Development
One Twelve Professional Centre
10050 - 112 Street
Edmonton, Alberta
T5K 2R4
Telephone: (403) 427-3730
Fax: (403) 422-5125

Calgary Career Development Centre
Alberta Advanced Education and Career Development
Century Park Place
855 - 8 Avenue S.W.
Calgary, Alberta
T2P 3P1
Telephone: (403) 297-6520
Fax: (403) 297-5183

Apprenticeship and Industry Training
Alberta Advanced Education and Career Development
10th floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta
T5J 4L5
Telephone: (403) 427-8765
Fax: (403) 422-7376

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